

**Lewis Girls' School**

**EXAMS**

**2024**



# What can we wear in to the exams?

Full school uniform is required to be worn by all students when sitting their exams. This is part of the formal exam protocols that need to be adhered to.

If PE lessons are timetabled during the same day as an exam, students are permitted to wear their official school PE kit. Please note that the official school PE kit consists of black bottoms/leggings, black or white t-shirt with school logo, black zip top with school logo and trainers.

Any pupil wearing clothing that is not part of the official school uniform policy (that includes school leavers hoodies) will be asked to remove that item and given an appropriate replacement from the wellbeing team before they enter the exam room.

# What can we take in to the exams?

Pupils are permitted to enter the exam room with the following items:

- Pencil case - must be clear plastic with NO labels.
- Calculator - should you need one for the exam.
- Water - must be in a clear plastic bottle with NO labels. Any labelling will be cut off/removed before entry in to the exam.

Pupils are not permitted to enter the exam room with the following items:

- Apple Watch/mobile phones - must be removed and placed into bags prior to entering the exam room. All bags will be locked away in the canteen.

Should any pupil be found to have any prohibited items on their person whilst in the exam room, they will risk having all of their exams cancelled.

# What are the rules when we sit an exam?

Pupils are to leave all of their belongings in the canteen, including apple watches and mobile phones. The canteen will be locked once the exam starts and will only be unlocked once the exam finishes and pupils are ready to leave.

Pupils will be informed of their exam room and placed into lines for entry into the room.

Pupils will enter the exam room and sit at their allocated desk in silence.

Pupils will listen to the instructions given to them by the examinations officer.

Should a pupil believe that their exam paper is incorrect, they should place their hand in the air and only speak when they are prompted to. This must be done quietly as not to disturb the other pupils.

# What are the rules when we sit an exam? Continued.....

If a pupil requires the use of the toilet during the exam, the pupil must place their hand in the air. Once instructed, the pupil will leave the room accompanied by an invigilator.

There will be NO talking during the exam.

There will be NO non verbal communication between pupils during the exam.

No pupil is allowed to leave the exam until permission has been granted by the invigilator or the exams officer. This also includes when a pupil has completed their exam.

Once told to, pupils must leave the exam room in silence and collect their belongings.

# What should I do if my exam is in the morning?

Pupils are to be in school no later than 8.25am.

Pupils are to go straight to the canteen and not go to their form rooms. There is no registration in the morning. Attendance marks for the morning will be taken from the attendance record in the exam.

Please note that lateness can result in a pupil being refused entry into an exam.

# What should I do if my exam is in the afternoon?

Pupils are to report to the canteen 10 minutes before the start of their exam.

Attendance marks for the afternoon will be taken from the attendance record in the exam.

Please note that lateness can result in a pupil being refused entry into an exam.

# What happens after the exam?

After an exam has been completed, all pupils should return to their timetabled lesson for that day. Should a pupil want to complete revision with a teacher other than their timetabled teacher, permission from both teachers is needed.

If a pupil is sitting another exam that day, then lesson time should be used to revise for the subsequent exam.

If a pupil does not have any further exams during the day, the lesson should include revision for the timetabled subject unless an exam in this subject has already been sat.



# What happens if I don't turn up for the exam?

If a pupil does not turn up for an exam, their parents/guardians will be invoiced and asked to pay the exam entry fee.

If a pupil is ill on the day of their exam, they must contact the school immediately. Evidence of illness will be required for any special consideration to be taken in to account.

# What happens after half term?

All Year 11 pupils should return to school after half term. Legally, all pupils are expected to be in school until their exams are complete. There is no study leave.

The official last day of school for all Year 11 pupils is Thursday 20<sup>th</sup> June 2024.

Should any parent elect to keep their child at home for the purpose of revision, communication via written note, email or phone call needs to be received by the school. Once this has been obtained, an appropriate absence will be coded on the pupils' attendance record.

# What is the plan for the last day of school?

The official last day of school for all Year 11 pupils is Thursday 20<sup>th</sup> June 2024.

Pupils are not required to attend school after this day. However, the school is still open to Year 11 pupils should they want or need to attend.

# What is the plan for the Leavers' assembly?

The Year 11 Leavers' assembly is on Thursday 20<sup>th</sup> June 2024 at 1.20pm.

Parents will be given an invitation to join all pupils at the Leavers' assembly, enjoy refreshments and celebrate your time at Lewis Girls'.

Pupils will have the opportunity to return their chromebooks on this day.

Pupils will have the opportunity to pick up their Leavers' hoodies on this day.

Pupils will have the opportunity to bring in a school shirt to have signed by their peers and teachers.